

CONFIDENTIAL

23 AUG 1963

MEMORANDUM FOR: CIA Records Administration Officer

ATTENTION :

[Redacted]

8/26/63 JH

SUBJECT : 1963 Annual Report of Records Holding

1. A formal plan and procedures for an office-wide files inventory has been submitted to the Executive Officer for approval. It is believed this inventory will be conducted in mid-September.

2. In the meantime, the following information according to my records on the current records holdings is provided for your information:

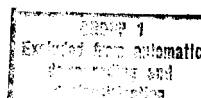
Office of Security Cubic Feet of Records

A. Reported on hand 1 July 1962	8,163
B. Destroyed by Office during FY 1963	400
C. On hand 30 June 1963	8,460

Records Management Officer
Office of Security

25 YEAR RE-REVIEW

CONFIDENTIAL



Standard Form 63
Nov. 1961 Edition
63-104

MEMORANDUM OF CALL

Date	Time
10-9-63	

TO: *information:*

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

TELEPHONE:	Number or code	Extension

<input type="checkbox"/> PLEASE CALL	<input type="checkbox"/> WAITING TO SEE YOU
<input type="checkbox"/> WILL CALL AGAIN	<input type="checkbox"/> WISHES AN APPOINTMENT
<input type="checkbox"/> RETURNING YOUR CALL	
<input type="checkbox"/> IS REFERRED TO YOU BY:	

~~Left This Message:~~ *The equipment inventory used for OS was dated 6-30-62 and is filed up front by Fran.*

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U.S. GOVERNMENT —633141

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